Osher Lifelong Learning Institute & Rivers Run Instructions to Request an RIT University ID (April 2023)

🛑 **If you have ever been associated with RIT in any way (former staff/faculty, student, parent of a student, etc.), you likely already have a UID number. Contact registrar@rit.edu to check before submitting a form.**

1. Go to https://start.rit.edu/IdentityRequest
2. Select the reason you need a University ID *(Osher Lifelong Learning or Rivers Run)*
3. Enter personal email address
4. Enter preferred First Name and Last Name

University ID Request

Select the reason you need a University ID.

Reason

- ○ Facilities Management Services
- ○ Freelance Interpreter/Captionist
- ○ Margaret's House
- ● Osher Lifelong Learning Institute
- ○ Project Lead the Way Master Teacher
- ○ RGH
- ○ RIT Inn and Conference Center
- ○ Rivers Run
- ○ ROTC
- ○ Temp/Contractor via agency (Datrose, etc.)
- ○ Veterans Upward Bound
- ○ Other RIT Affiliation

> Your selection indicates that you are, or will soon be a Full Year Individual Osher student. If that is correct, please complete this form.

Personal email address

johnsmith@gmail.com

Confirm Personal email address

johnsmith@gmail.com

Preferred First Name

John

Last Name

Smith

Submit

5. Click Submit

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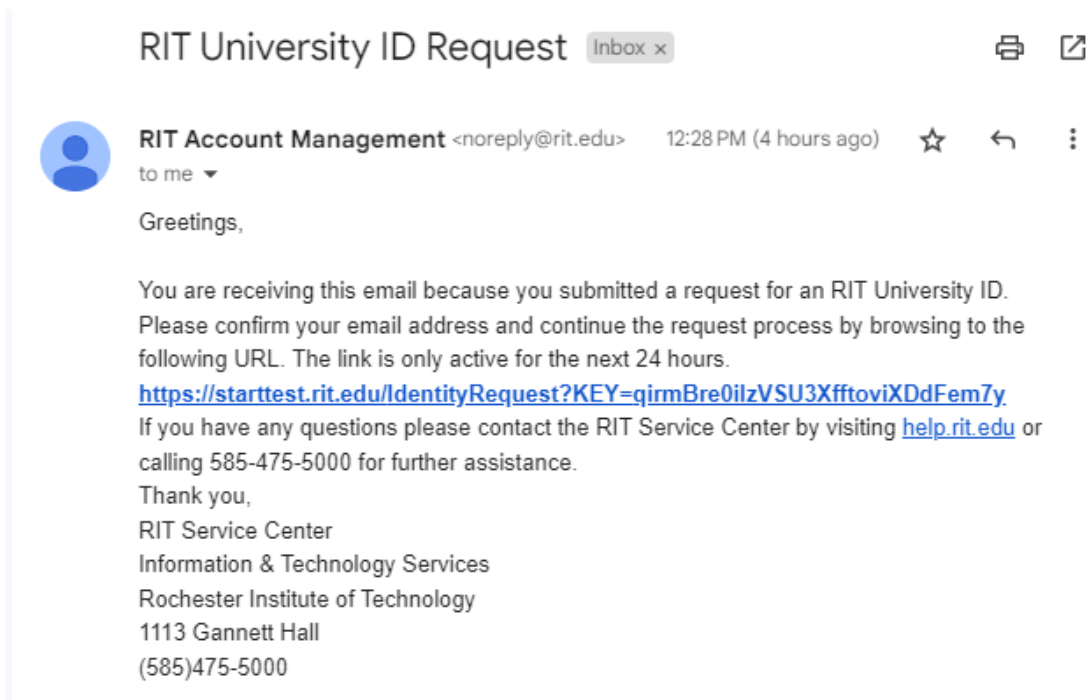**RIT** | Information and Technology Services

University ID Request Email Sent

Thank you for requesting an RIT University ID.

An email has been sent to the personal email address you provided. Please follow the link and instructions in the email to continue the University ID process. If you did not receive the email, please check your spam or junk folder.

If you have any questions please contact the RIT Service Center by visiting help.rit.edu or calling 585-475-5000 for further assistance.

6. An email containing a verification link is sent to the personal email address. *Note: The link is valid for 24-hours.*

RIT University ID Request   Inbox ×

RIT Account Management <noreply@rit.edu>   12:28 PM (4 hours ago)
to me ▾

Greetings,

You are receiving this email because you submitted a request for an RIT University ID. Please confirm your email address and continue the request process by browsing to the following URL. The link is only active for the next 24 hours.

https://starttest.rit.edu/IdentityRequest?KEY=qirmBre0ilzVSU3XfftoviXDdFem7y

If you have any questions please contact the RIT Service Center by visiting help.rit.edu or calling 585-475-5000 for further assistance.

Thank you,

RIT Service Center
Information & Technology Services
Rochester Institute of Technology
1113 Gannett Hall
(585)475-5000

7. Follow the link to complete the optional data elements *(Legal First name, Middle Name, Suffix, address, DOB)* and validate the request.

University ID Request

Thank you for confirming your email address! Please fill out the form below.

By collecting your address and date of birth, RIT will be able to identify you as the owner of this University ID should you need assistance in the future.

Preferred First Name
Christine

Legal Last Name
Snell

Legal First Name
First Name

Middle Name
Middle Name

Suffix
Suffix

Street Address
Street Address

Street Address 2
Street Address

City
City

State

Zip Code
Zip Code

Country
USA

Email
csnell7178@gmail.com

Your Date of Birth (yyyy-mm-dd)
yyyy-mm-dd

✓ Create

8. Click Create
9. Presented with RIT UID
10. A service request ticket is automatically generated for the RIT Service Center to add an account type affiliation. The account sponsor will receive an approval request.

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Hi David!

Your approval is required for the following request.

Request Item Number: RITM0120665
Requested for: CLAWS ID Card
Item: Affiliation Assignment
Short description:

Request Details

External Email: ▮▮▮▮▮▮▮
First Name: ▮▮▮
Last Name: ▮▮▮
UID: ▮▮▮▮▮
Requested Affiliation Type: Temp/Contractor via agency (Datrose, etc.)
Sponsor Name: ▮▮▮▮▮
Sponsor Email: ▮▮▮▮▮

Additional Details

Reason for the approval: An approval was manually generated for this task

Approve	Reject

11. Once the approval is received, the RIT Service Center will add the affiliation.
12. Process complete